



December 2021 | Volume 8 | Number 12



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March 2022\)](#)



## REMINDER: December 2021 Holiday Payment Schedule

U of T standard payment terms for vendor invoices are 35 calendar days from the invoice date. If the 35th day falls between cheque runs, the cheque will be generated via the scheduled cheque run just prior to the 35th day.

The **final cheque draft run for 2021 is today** and will include payments for:

- A/P Vendor payments cheques
- Expense reimbursement cheques
- Foreign draft payments
- Accountable advance and Petty Cash/Imprest Reimbursement cheques

For more information, please see see [Planned Payment Schedule for the Holiday Break memo from Financial Services](#).

## [FIS Courses: January - March 2022](#)

The FAST team is presenting another round of Standard Curriculum course and FIS workshops between January – March 2022. These courses will teach staff how to process FIS transactions, generate reports and interpret policy.

**NOTE:** Click the registration link to read through a detailed course description.

### [FIS Standard Curriculum courses:](#)

#### **1. FIS Overview**

- January 18<sup>th</sup> from 9:30am – 1pm - [Registration Link](#)
- January 19<sup>th</sup> from 1pm – 4:30pm - [Registration Link](#)

## **2. A/P Processing Part 1: Basic Data Entry**

- January 25<sup>th</sup> from 9:30am – 1pm - [Registration Link](#)

## **3. A/P Processing Part 2: Expense Reimbursements**

- January 27<sup>th</sup> from 1pm – 4:30pm - [Registration Link](#)

## **4. G/L Account Postings: Basic Data Entry**

- February 1<sup>st</sup> from 9:30am – 1pm - [Registration Link](#)

## **5. Troubleshooting Accounts Payable & General Ledger Postings**

- February 3<sup>rd</sup> from 9:30am – 1pm - [Registration Link](#)

## **6. Logistics Part 1 (Purchase Orders & Purchase Requisitions)**

- February 10<sup>th</sup> from 9:30am – 4:30pm - [Registration Link](#)

## **7. Logistics Part 2 (Goods Receipts & Invoice Receipts)**

- February 15<sup>th</sup> from 9:30am – 4:30pm - [Registration Link](#)

## **8. Basic Funds Management (FM) Reporting**

- February 17<sup>th</sup> from 1pm – 4pm - [Registration Link](#)

## **9. Basic Controlling (CO) Reporting**

- February 23<sup>rd</sup> from 1:30pm – 4:30pm - [Registration Link](#)

## **Workshops**

### **Managing Refundable Deposits**

- January 11<sup>th</sup> from 1:30pm – 3:30pm – [Registration Link](#)

### **Understanding Earmarked Funds**

- January 13<sup>th</sup> from 9:30am – 11:30am – [Registration Link](#)

### **Managing Travel & Other Reimbursable Expenses**

- January 26<sup>th</sup> from 1:30 – 4pm - [Registration Link](#)

## Updating CO Plans for Operating Budgets

- February 9<sup>th</sup> from 1:30pm – 3:30pm – [Registration Link](#)
- March 1<sup>st</sup> from 1:30pm – 3:30pm – [Registration Link](#)
- March 10<sup>th</sup> from 9:30am – 11:30am – [Registration Link](#)

## Reconciling & Reviewing Month End Statements

- February 25<sup>th</sup> from 9:30am – 11:30am - [Registration Link](#)

[Self paced eLearning Course – Departmental Accounts](#)

[Receivable Responsibilities & A/R Open Item Aging Report](#)

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### TRAINING

- [FIS Training Calendar](#)
- [Newsletter - Archive](#)

### FAST STAFF

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

**PROVIDE FEEDBACK**

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